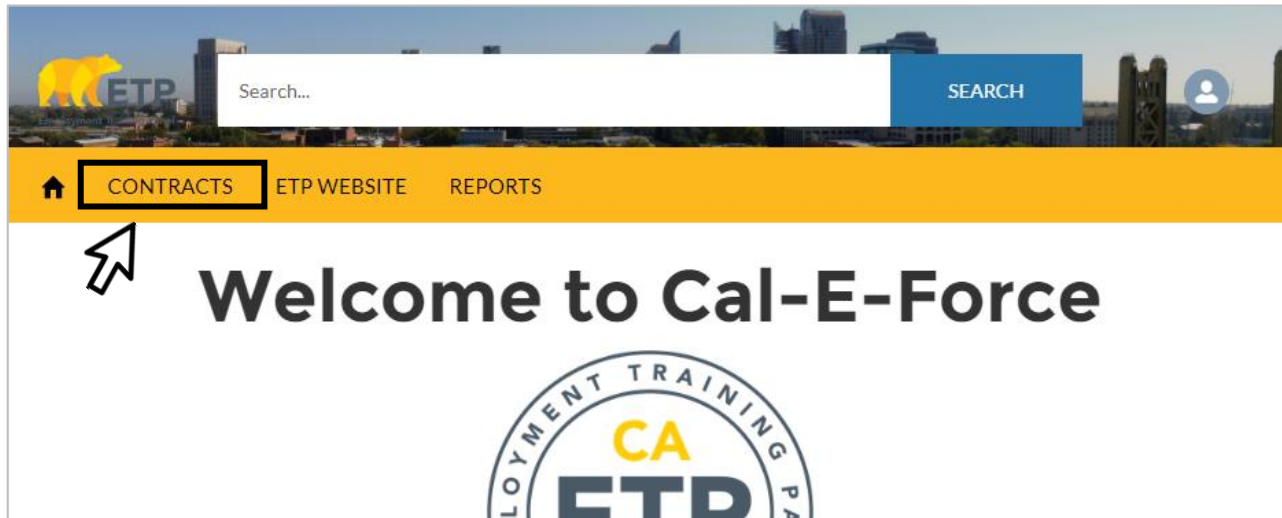
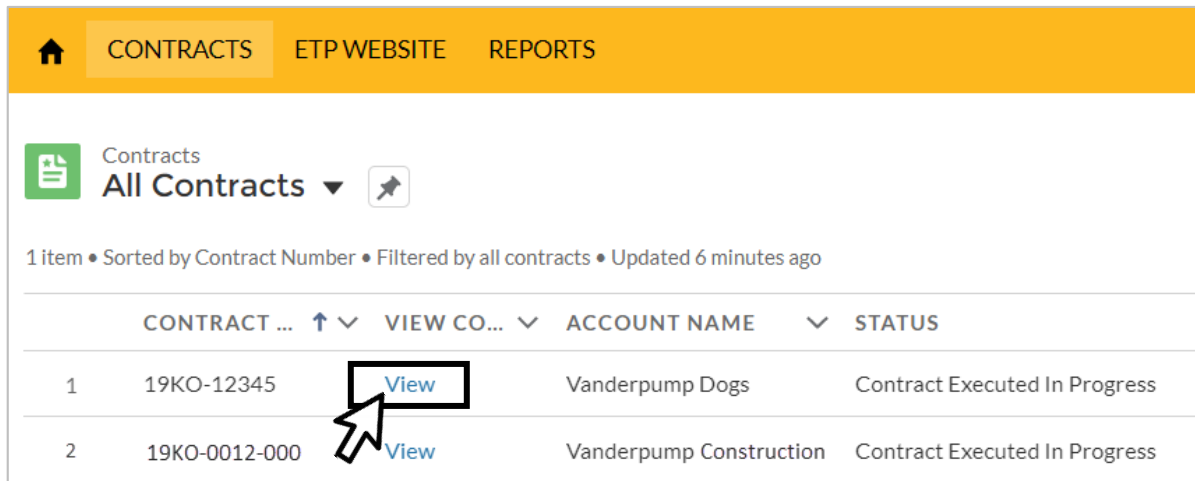


## ETP CAL-E-FORCE REFERENCE GUIDE – UPLOAD HOURS

1. At the top of the landing page, select the **Contracts** button on the button bar.



2. Click on the contract for which you would like to upload hours. The system will take you to your Contract Details page.



3. Select the **Upload Hours** button on the button bar at the top of the Contract Details page.



## ETP CAL-E-FORCE REFERENCE GUIDE – UPLOAD HOURS

4. If you do not have a CSV containing your hours in the standard format, select **Click Here** to download the template.

Please Upload your CSV file here:  No file chosen

**Note:** Please use the standard template to upload Hours data [Click Here](#) to download the template

[Click Here](#) to download the Upload Codes.

**\*\*\*CBT Uploads are temporarily unavailable. Please email your CBT upload file to [etpcalforce@etp.ca.gov](mailto:etpcalforce@etp.ca.gov) or contact your designated support staff to get the CBT hours uploaded\*\*\***

5. The relevant codes needed to fill out the Mass Hours Upload are also shown here.

Delivery Method Code:	PL	Delivery Method Code:	CBT
	<b>Productive Laboratory</b>		<b>Computer Based Training</b>
CODE	Training Types	CODE	Training Types
1	<a href="#">Business Skills</a>	1	<a href="#">Business Skills</a>
2	<a href="#">Commerical Skills</a>	2	<a href="#">Commerical Skills</a>
6	<a href="#">Computer Skills</a>	4	<a href="#">Commerical Skills - Safety OSHA</a>
7	<a href="#">Computer Skills - Advanced Technology</a>	5	<a href="#">Commerical Skills - Safety General</a>
9	<a href="#">Green/Clean Skills</a>	6	<a href="#">Computer Skills</a>
14	<a href="#">Manufacturing Skills</a>	8	<a href="#">Continuous Improvement Skills</a>
15	<a href="#">Manufacturing Skills - Advanced Technology</a>	9	<a href="#">Green/Clean Skills</a>
23	<a href="#">Medical Skills (preceptor)</a>	10	<a href="#">Hazardous Materials Skills</a>
22	<a href="#">Other _____</a>	11	<a href="#">Job Readiness Skills</a>
		12	<a href="#">Literacy Skills</a>
		13	<a href="#">Management Skills</a>
		14	<a href="#">Manufacturing Skills</a>
		16	<a href="#">Manufacturing Skills - Safety OSHA</a>
		17	<a href="#">Manufacturing Skills - Safety General</a>
		18	<a href="#">Medical Skills (didactic)</a>
		22	<a href="#">Other _____</a>

## ETP CAL-E-FORCE REFERENCE GUIDE – UPLOAD HOURS

Delivery Method Code:	CL	Delivery Method Code:	EL
	<b>Classroom/Simulated Laboratory</b>		<b>E-Learning (Instructor Led)</b>
CODE	Training Types	CODE	Training Types
1	<a href="#">Business Skills</a>	1	<a href="#">Business Skills</a>
2	<a href="#">Commerical Skills</a>	2	<a href="#">Commerical Skills</a>
3	<a href="#">Commerical Skills - Advanced Technology</a>	3	<a href="#">Commerical Skills - Advanced Technology</a>
4	<a href="#">Commerical Skills - Safety OSHA</a>	4	<a href="#">Commerical Skills - Safety OSHA</a>
5	<a href="#">Commerical Skills - Safety General</a>	5	<a href="#">Commerical Skills - Safety General</a>
6	<a href="#">Computer Skills</a>	6	<a href="#">Computer Skills</a>
7	<a href="#">Computer Skills - Advanced Technology</a>	7	<a href="#">Computer Skills - Advanced Technology</a>
8	<a href="#">Continuous Improvement Skills</a>	8	<a href="#">Continuous Improvement Skills</a>
9	<a href="#">Green/Clean Skills</a>	9	<a href="#">Green/Clean Skills</a>
10	<a href="#">Hazardous Materials Skills</a>	10	<a href="#">Hazardous Materials Skills</a>
11	<a href="#">Job Readiness Skills</a>	11	<a href="#">Job Readiness Skills</a>
12	<a href="#">Literacy Skills</a>	12	<a href="#">Literacy Skills</a>
13	<a href="#">Management Skills</a>	13	<a href="#">Management Skills</a>
14	<a href="#">Manufacturing Skills</a>	14	<a href="#">Manufacturing Skills</a>
15	<a href="#">Manufacturing Skills - Advanced Technology</a>	15	<a href="#">Manufacturing Skills - Advanced Technology</a>
16	<a href="#">Manufacturing Skills - Safety OSHA</a>	16	<a href="#">Manufacturing Skills - Safety OSHA</a>
17	<a href="#">Manufacturing Skills - Safety General</a>	17	<a href="#">Manufacturing Skills - Safety General</a>
18	<a href="#">Medical Skills (didactic)</a>	18	<a href="#">Medical Skills (didactic)</a>
19	<a href="#">RSI (Apprenticeship)</a>	19	<a href="#">RSI (Apprenticeship)</a>
20	<a href="#">RSI (Apprenticeship) - Safety OSHA</a>	20	<a href="#">RSI (Apprenticeship)Safety OSHA</a>
21	<a href="#">RSI (Apprenticeship) - Safety General</a>	21	<a href="#">RSI (Apprenticeship)Safety General</a>
22	<a href="#">Other _____</a>	22	<a href="#">Other _____</a>

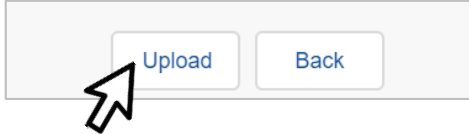
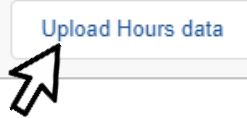

6. When your CSV is prepared, click the **Choose File** button and select your CSV.

Please Upload your CSV file here:  No file chosen




**Note:** Please use the standard template to upload Hours data. [Click Here](#) to download the template

## ETP CAL-E-FORCE REFERENCE GUIDE – UPLOAD HOURS

7. Click the Upload button.																			
8. The system will then provide you with a summary of what has been uploaded and any errors messages.	<div><p>For your reference here is a sample list of Hour Records that are being uploaded</p><table><tr><th>TRAINEE EMPLOYEE ID</th><th>ROSTER NUMBER</th><th>TRAINING DATE</th><th>NUMBER OF HOURS</th><th>DELIVERY METHOD CODE</th><th>TRAINING TYPE CODE</th></tr><tr><td>7897-Bethenny Frankel</td><td>111a</td><td>5/29/2019</td><td>1.00</td><td>CL</td><td>1</td></tr><tr><td>7898-Luann de Lesseps</td><td>111a</td><td>5/29/2019</td><td>1.00</td><td>CL</td><td>1</td></tr></table></div>	TRAINEE EMPLOYEE ID	ROSTER NUMBER	TRAINING DATE	NUMBER OF HOURS	DELIVERY METHOD CODE	TRAINING TYPE CODE	7897-Bethenny Frankel	111a	5/29/2019	1.00	CL	1	7898-Luann de Lesseps	111a	5/29/2019	1.00	CL	1
TRAINEE EMPLOYEE ID	ROSTER NUMBER	TRAINING DATE	NUMBER OF HOURS	DELIVERY METHOD CODE	TRAINING TYPE CODE														
7897-Bethenny Frankel	111a	5/29/2019	1.00	CL	1														
7898-Luann de Lesseps	111a	5/29/2019	1.00	CL	1														
9. Click the <b>Upload Hours data</b> button to complete your upload.	<div><p>When you are satisfied with the data map above, click the Upload Hours data data button to insert the Hour records.</p></div>																		
10. You will receive a confirmation message stating your upload is in progress. You can navigate away from the page at any time.	<div><p>Your upload is processing. <b>You may navigate away from this page at any time.</b> You will receive an email when the upload is finished,including a link to any errors.</p></div>																		

## ETP CAL-E-FORCE REFERENCE GUIDE – UPLOAD HOURS

11. You will receive an email when the upload is complete containing a link to any errors.



noreply@salesforce.com on behalf of Contact9+ <kelsey.oehrke@etp.ca.gov> | Oehrke, Kelsey@ETP

**Sandbox: Trainee Upload Success Email**

**\* Non-ETP Email. Be cautious Clicking, Replying, Opening \***

The upload job completed on 2019-07-18 23:42:54,





Job Status : Completed  
 Total Job Items processed : 1  
 Number of Job Items processed : 1

Please click on this link for error messages: <https://gcc01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fuat-pte.cs33.force.com%2Fs%2Freport%2F00035000000ZVgdEAG%2Fview%3Ffv0%3D8003500000050AWAAY&data=02%7C01%7Ckelsey.oehrke%40etp.ca.gov%7Cc33f594563a646603fef08d70bd9a84b%7C608787d3f5f44629a77b6fe496953b1a%7C0%7C1%7C636990901783071187&data=xju9nYSVfpYI%2FVIWKD2sD0lf1IRjXqeV3QcktwsY9XI%3D&reserved=0>

12. Click on the link to view any errors.

REPORT

Trainees Upload Error Report

Export

Total Records  
90

UPLOADING DATE/TIME ↓	UPLOAD TRANSACTION: NAME	ERROR MESSAGE	UPLOAD TRANSACTION: CREATED BY	UPLOAD TRANSACTION: CREATED DATE
-	UT-27983	There are errors while saving this record: Record Number 1: Required field missing or Invalid code: Age	Contact3+	7/18/2019